

6290

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

12/19/00

Revised

TITLE: AQUATICS COORDINATOR

DEFINITION

Under general supervision, to plan, organize, staff, and direct a City-wide swimming program; to coordinate the operation and maintenance of all City pools and facilities with the Parks Division; to supervise the operations of the Boathouse at Fairmount Park; to provide highly responsible and professional staff leadership and training; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

REPORTS TO: Recreation Supervisor

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Supervisor; exercises general supervision over aquatic and boathouse personnel of various levels.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Plan, organize, and direct a City-wide aquatics program and the operations of the Boathouse at Fairmont Park.
- Coordinate and participate in the selection, instruction, and training of aquatics and other personnel; schedule and assign personnel to specific pools and functions.
- Plan, organize, and develop schedules for instructional and recreational aquatics programs and activities involving multiple facilities/pools.
- Contact organizations, community groups, and residents to encourage use of City-wide aquatic and boathouse facilities to expand attendance of swim lessons, pool rentals, evening swim events, and boathouse activities.
- Conduct outreach programs with local area high schools, colleges, universities, and aquatics associations for the purpose of training and recruiting of lifeguards.
- Develop, maintain, and provide promotional materials to be used for marketing aquatics programs, recruitment of personnel, and public service announcements.
- Inspect pools and pool facilities for proper condition and operation, including sanitation.
- Review and compile individual pool operating reports, program statistics, and other reports on a scheduled basis.
- Maintain records of admission fees from pools, oversee the deposits, and prepare reports of receipts as required.
- Submit requests, requisitions and/or work orders for equipment, supplies, or repairs to buildings, equipment and grounds.
- Participate in program planning meetings and assist in developing program and activity plans and reviewing current programs.

- Investigate complaints and accidents; prepare reports and recommendations as required.
- Plan, organize, and conduct special programs and events.
- Supervise, train, and evaluate subordinates.

QUALIFICATIONS

Knowledge of:

- Principles of supervision, training, performance evaluation, and budgeting.
- Water hazards, rescue methods, lifesaving techniques, and first aid as applied to accidents in the pool environment.
- Pool equipment, facilities, chlorination, and sanitation.
- Methods of handling, depositing, and accounting for money received.
- Federal, state, county, and local health regulations as they pertain to the operation of public pools.
- Personal computer operation and software applications.
- Principles and practices of organizing and conducting public recreation and aquatics programs.
- Recordkeeping and reporting procedures.
- Instructional techniques and methods for recreation and aquatics programs for a variety of skills and abilities.
- Community structures and processes; individual and group dynamics.

Ability to:

- Plan, organize, assign, supervise, and review the work of others.
- Demonstrate leadership in effectively managing the aquatics program.
- Develop, in coordination with supervisor, program standards and objectives.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective operating records and reports.
- Establish and maintain effective working relationships with pool personnel and the general public.
- Select, train, supervise, and evaluate subordinates.
- Solve disciplinary problems effectively.
- Operate a personal computer, applicable software applications, and other new technology.
- Swim with proficiency and endurance and meet standards of swimming competency as may be established by the City of Riverside.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major work in recreation or a related field. Additional qualifying experience may be substituted for up to two years of required college education on a year for year basis.

Experience: Equivalent to two years of full-time experience in group recreational activity leadership including at least one pool season of lifeguard supervision, swim instruction, and pool management experience, OR at least three pool seasons (a minimum of nine months) of lifeguard supervision, swim instruction, and pool management experience.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL CERTIFICATES

- Possession of, or ability to obtain within three months from date of hire, a current Water Safety Instructor's Certificate.
- Possession of, or ability to obtain within three months from date of hire, a current Lifeguard Instructor's Certificate.
- Possession of, or ability to obtain within three months from date of hire, a current Basic Life Support Cardiopulmonary Resuscitation Instructor's Certificate, Levels A-E, issued by the American Heart Association.
- Possession of, or ability to obtain within three months from date of hire, a current Standard First Aid Instructor's Certificate.
- Possession of, or ability to obtain within three months from date of hire, a current American Red Cross Lifeguard Certificate (which includes first aid).
- Possession of, or ability to obtain within three months from date of hire, a current American Red Cross Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer Certificate or American Heart Association Basic Life Support (BLS) Cardiopulmonary Resuscitation (CPR) Certificate "C".

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Aquatics Coordinator

TO: Recreation Supervisor